



# CDL Schools Initial Certification

CDL Drive Schools

3-17-2025



## Revision History

<b>Effective Date of SOP:</b> 3/17/2025	<b>SOP Number:</b> SOP F.01
<b>Functional Area Name:</b> Drive Schools	<b>Division Name:</b> CDL
<b>Last Review Date:</b> 2/21/2025	<b>Last Reviewer:</b> Amanda Casebier, CDL Supervisor
<b>Next Review Date:</b> 2/21/2026	<b>Next Reviewer:</b> CDL Supervisor
<b>Executive Approval Date:</b> 3/17/2025	<b>Approved By:</b> Alyson Sorenson, CDL Manager

## Overview

This Standard Operating Procedure (SOP) covers the process of reviewing, vetting, and approving new Commercial Drivers's License (CDL) schools to operate in the state of Oklahoma.

## Purpose

This SOP provides step-by-step instructions for CDL Auditors to follow when reviewing new CDL School applicants for certification.

## Policy Statement

These procedures apply to instructors at all CDL Drive Schools in Oklahoma except:

- Schools giving driver training lessons without charge
- Schools maintained by employers without charge for their employees only
- Schools or classes conducted by high schools, colleges, universities, vocational schools, or private schools for regularly enrolled, full-time students as a part of the normal program for such institutions.

## Compliance

**OAC 670:15-33 – Truck Driver Training**

## Systems

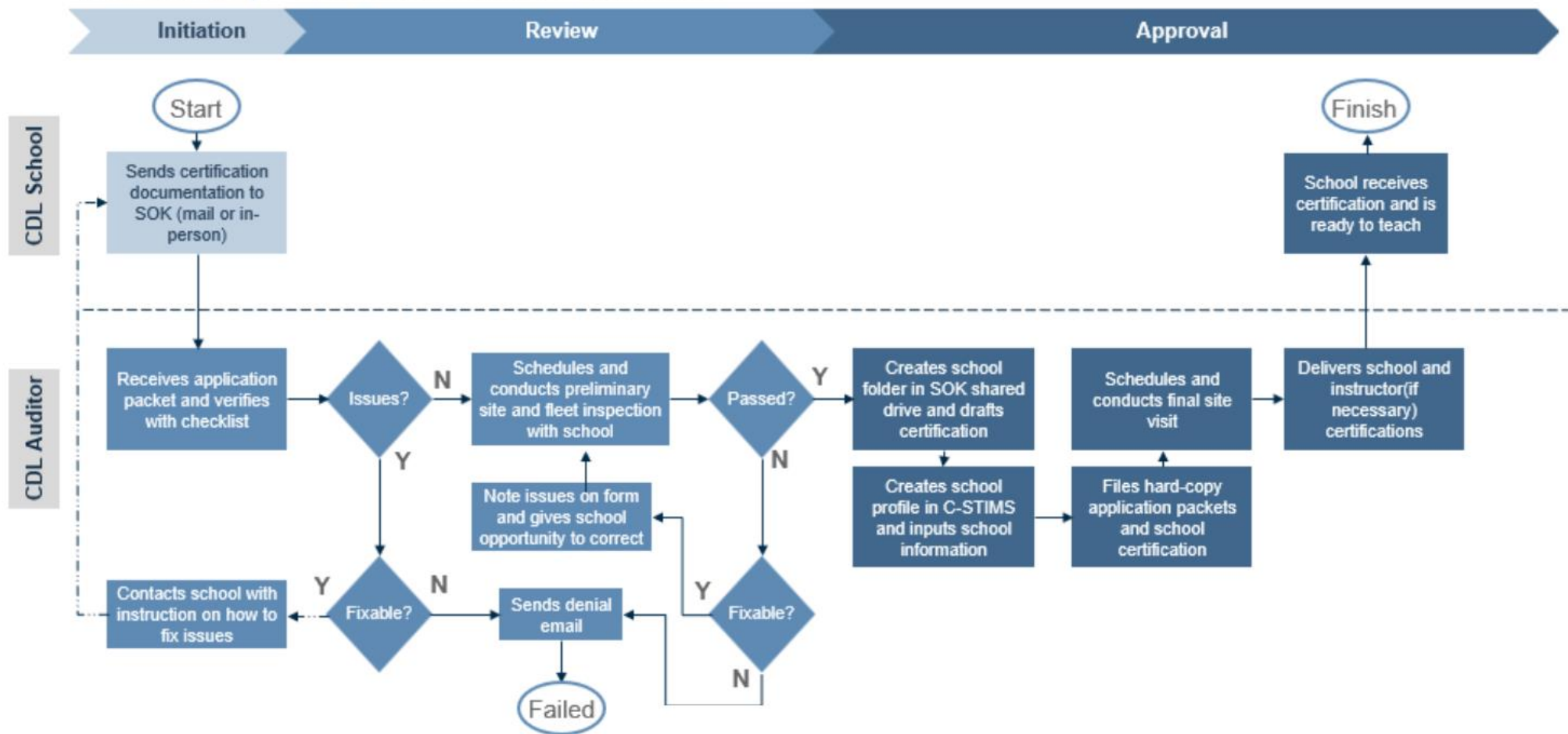
System	Function
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SOK Shared Drive	Internal shared drive used by CDL employees to share files
Commercial Skills Test Information Management System (CSTIMS)	American Associated of Motor Vehicle Administrators (AAMVA)-sponsored tool to track CDL schools, instructors TPEs, and student test results

## Roles

Role	Responsibilities
CDL Drive School	State-certified school that offers CDL training services for people in Oklahoma
CDL Auditor	CDL team member who carries out most day-to-day functions related to CDL School, Instructors, and TPEs, including certification, renewal, and auditing.
CDL Supervisor	CDL team supervisor who is available to assist with CDL auditor functions as needed and may be called on to answer questions, settle disputes, or handle non-compliance escalation.

## Process Map - CDL School Initial Certification



## Procedures

### Process #1: Certifying a New CDL Drive School

**Purpose:** To review, vet, and approve new CDL Drive Schools to operate in the state of Oklahoma

**Background:**

All CDL schools in Oklahoma must have at least one certified instructor. When a school applies for certification in Oklahoma, they must be taking at least one instructor through this instructor certification process– even a previously certified instructor will need to be re-certified under a new school or new location of an existing school. That means the steps in this SOP are often happening concurrently with a new CDL School Instructor certification, and correspondences between school and SOK (mailing applications, returning certificates) may include both school and instructor documentation.

**Process Step-by-Step:**

1. First, a prospective CDL Drive School will send an application and all required documentation to SOK Oklahoma

**Note:** Required documentation is listed on the application

**Note:** CDL Drive Schools are supposed to fill out applications and be certified before starting instruction. However, if a CDL Auditor becomes aware of a school operating without a certification, they should immediately contact the school with an application and instructions of how to complete the certification process.

2. Service Oklahoma will receive the school's application packet and forward it to the CDL department. A CDL Auditor will review the application and attached items against the checklist and determine the school's eligibility based on the strength and completeness of their submitted documentation.
  - a. If the school's application has correctable issues, such as missing curriculum information, the Auditor will contact the school to resolve the issue. The school's application will remain open as long as they are making an honest attempt to meet standards.
  - b. If some aspect of the school's application is clearly insufficient, such as an inability to provide an acceptable insurance policy, the school's application may be denied. If an application is denied, the CDL Auditor will reach out to the school via email and, if appropriate, explain the reason for denial.
  - c. If the school's application is complete on the first attempt, the CDL Auditor will reach out to the school to schedule a preliminary site and fleet inspection.
3. The CDL Auditor will conduct a site visit to inspect the school's facility, fleet, and all other items on the New Commercial Truck School Pre-Inspection Form. They will record fleet information in a document as well ([See Appendix B](#)).
  - a. If there are any issues found with the site, fleet, or school owner's understanding of their responsibilities, the CDL Auditor may outline these concerns with the school and give them an opportunity to correct.

- b. If the school is clearly unable to meet standards (for example, an entirely unsuitable proposed facility), their application may be denied. If an application is denied, the CDL Auditor will reach out to the school via email and explain the reason for denial.
  - c. If the school's facility, fleet, and other checklist items are sufficient, the CDL Auditor will inform the school of their provisional acceptance.
4. After returning to SOK, the CDL Auditor will send the school an email letting them know in writing that they have passed inspection.
5. The CDL Auditor will reach out to schedule a final inspection of the new school.  
**Note:** This final inspection is mostly a formality, but it gives the school the opportunity to correct any minor issues identified in the preliminary inspection and allows the CDL Auditor to deliver school certificates and other paperwork in-person to "officially" open the school for business.
6. Next, the CDL Auditor will create a file for the new school in the CDL Admin Folder (See Process #2) and add all application documents.
7. The CDL Auditor will draft a School Certificate for the new school using the template in the "**4-Certificates**" folder ([See Appendix A](#)). This certificate can be printed and mailed to the school, or hand-delivered if CDL Auditor happens to be going to the school for a final inspection or audit.

CDL_Admin (\\cluster1fs.central.okdps.gov\OKDPS\DPS\Drivers_License) (S:) > CDL Manager > Auditors Folder -NEW- > Commercial Truck Schools > 4 - Certificates >					
Name	Date modified	Type	Size		
New folder	10/21/2024 9:10 AM	File folder			
Instructor Card.docx	11/12/2024 1:50 PM	Microsoft Word D...	264 KB		
Instructor Certificate.docx	11/12/2024 2:07 PM	Microsoft Word D...	2,466 KB		
School Certificate.docx	10/16/2024 1:38 PM	Microsoft Word D...	2,465 KB		

**Note:** If new instructors are also being certified along with a school, create instructor certifications and mail with school certifications (See "F.05 – CDL School Instructor Initial Certification" SOP).

**Note:** At this point, the CDL Auditor should also file paper copies of CDL School documents in a dedicated file. These paper files must be kept for three years.

8. Then, the CDL Auditor will create a profile for the school in CSTIMS and add school information (See Process #3)
9. The CDL Auditor will conduct a final site inspection as described above. CDL Auditors will fill out a Final Inspection Form during this visit.
10. Once the CDL School has received their certification by mail or in-person, they are ready to begin teaching.

## Process #2: Creating a School Folder in the CDL Admin Shared Drive

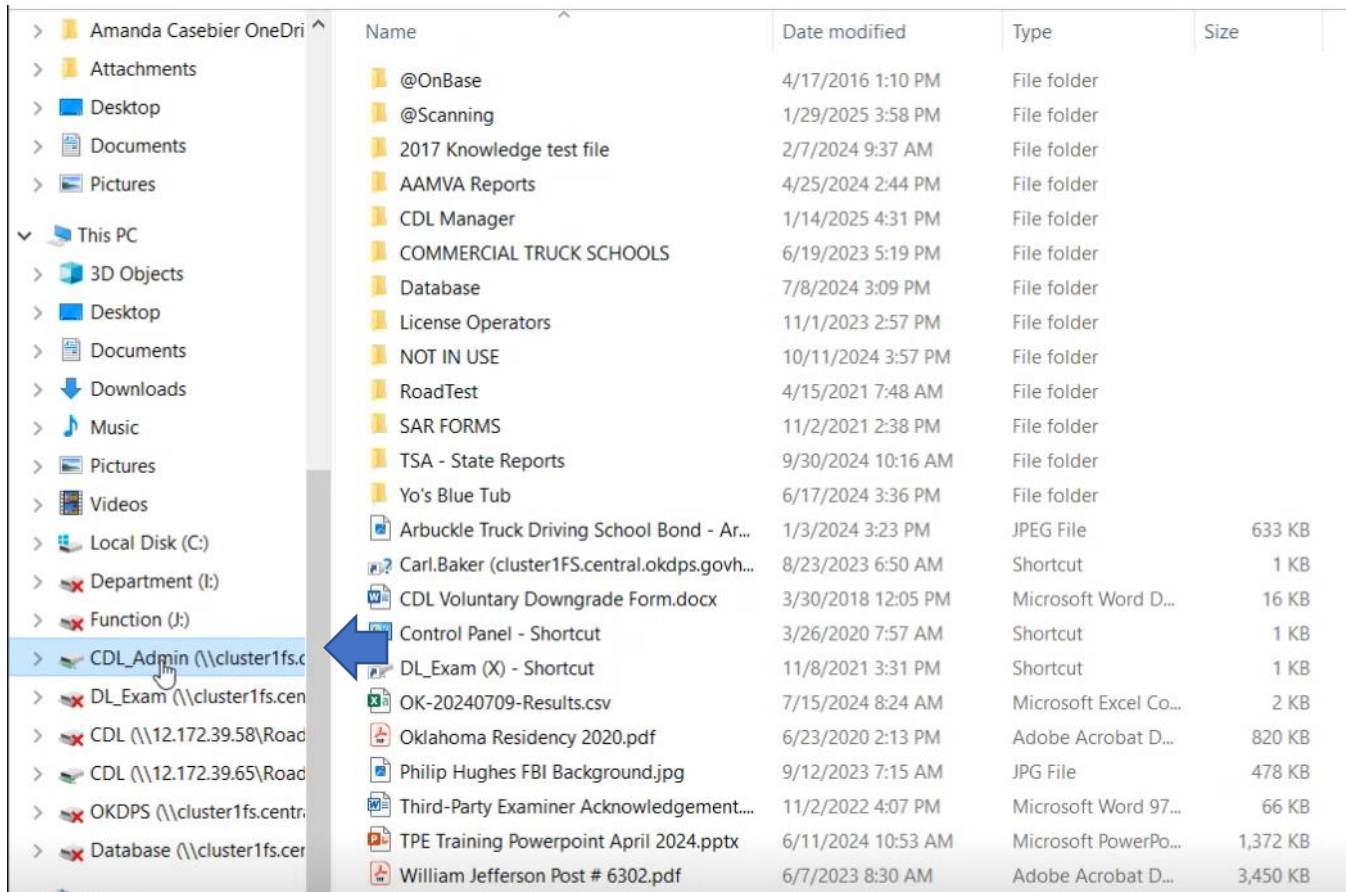
**Purpose:** To create a shared folder in the CDL Admin Drive to track CDL School records

**Background:**

To comply with Oklahoma Administrative Code, school records must always be available at SOK headquarters. To remedy the fact that paperwork is often kept at SOK satellite offices, all documents are scanned and stored in shared folders, so they are accessible from SOK headquarters.

Additionally, all paper documents are to be kept on file for three years in accordance with Oklahoma Administrative Code.

### Process Step-by-Step:



Name	Date modified	Type	Size
@OnBase	4/17/2016 1:10 PM	File folder	
@Scanning	1/29/2025 3:58 PM	File folder	
2017 Knowledge test file	2/7/2024 9:37 AM	File folder	
AAMVA Reports	4/25/2024 2:44 PM	File folder	
CDL Manager	1/14/2025 4:31 PM	File folder	
COMMERCIAL TRUCK SCHOOLS	6/19/2023 5:19 PM	File folder	
Database	7/8/2024 3:09 PM	File folder	
License Operators	11/1/2023 2:57 PM	File folder	
NOT IN USE	10/11/2024 3:57 PM	File folder	
RoadTest	4/15/2021 7:48 AM	File folder	
SAR FORMS	11/2/2021 2:38 PM	File folder	
TSA - State Reports	9/30/2024 10:16 AM	File folder	
Yo's Blue Tub	6/17/2024 3:36 PM	File folder	
Arbuckle Truck Driving School Bond - Ar...	1/3/2024 3:23 PM	JPEG File	633 KB
Carl.Baker (cluster1FS.central.okdps.govh...	8/23/2023 6:50 AM	Shortcut	1 KB
CDL Voluntary Downgrade Form.docx	3/30/2018 12:05 PM	Microsoft Word D...	16 KB
Control Panel - Shortcut	3/26/2020 7:57 AM	Shortcut	1 KB
DL_Exam (X) - Shortcut	11/8/2021 3:31 PM	Shortcut	1 KB
OK-20240709-Results.csv	7/15/2024 8:24 AM	Microsoft Excel Co...	2 KB
Oklahoma Residency 2020.pdf	6/23/2020 2:13 PM	Adobe Acrobat D...	820 KB
Philip Hughes FBI Background.jpg	9/12/2023 7:15 AM	JPG File	478 KB
Third-Party Examiner Acknowledgement....	11/2/2022 4:07 PM	Microsoft Word 97...	66 KB
TPE Training Powerpoint April 2024.pptx	6/11/2024 10:53 AM	Microsoft PowerPo...	1,372 KB
William Jefferson Post # 6302.pdf	6/7/2023 8:30 AM	Adobe Acrobat D...	3,450 KB

1. Select the **CDL\_Admin** drive



2. Select the **CDL Manager** folder

Name	Date modified	Type	Size
@OnBase	4/17/2016 1:10 PM	File folder	
@Scanning	1/29/2025 3:58 PM	File folder	
2017 Knowledge test file	2/7/2024 9:37 AM	File folder	
AAMVA Reports	4/25/2024 2:44 PM	File folder	
<b>CDL Manager</b>	1/14/2025 4:31 PM	File folder	
COMMERCIAL		File folder	
Database		File folder	
License Op		File folder	
NOT IN USE	10/11/2024 3:57 PM	File folder	
RoadTest	4/15/2021 7:48 AM	File folder	
SAR FORMS	11/2/2021 2:38 PM	File folder	
TSA - State Reports	9/30/2024 10:16 AM	File folder	
Yo's Blue Tub	6/17/2024 3:36 PM	File folder	

3. Select **Auditor Folders -New-**

2020 AAMVA AUDIT Material	1/14/2025 3:15 PM	File folder
2020 CDL RULE REQUEST	5/6/2020 3:17 PM	File folder
2020 Forms	1/26/2024 2:49 PM	File folder
2020 RTAT Equipment	4/19/2023 1:02 PM	File folder
2020 tpe classes	12/4/2023 4:35 PM	File folder
2021 CDL SKILLS TEST SCHEDULE	10/12/2021 2:20 PM	File folder
2021 OAC Request	9/28/2022 3:28 PM	File folder
2024 Rule Change Requests	4/16/2024 9:01 AM	File folder
Accident on road test	1/19/2021 4:53 PM	File folder
<b>Auditors Folder -NEW-</b>	1/28/2025 10:47 AM	File folder
Auditors Folder -OLD-		File folder
Backup		File folder
Blank Audit Forms		File folder
Bobbie Wolfe	8/12/2024 2:28 PM	File folder
Casey.Blackford	4/19/2023 1:12 PM	File folder

4. Select **Commercial Truck Schools**



CDL\_Admin (\\cluster1fs.central.okdps.gov\OKDPS\DPS\Drivers\_License) (S:) > CDL Manager > Auditors Folder -NEW- >

Name	Date modified	Type	Size
2023 CDL Compliance Review	10/28/2024 1:34 PM	File folder	
2024 CDL Compliance Review	1/15/2025 1:17 PM	File folder	
Auditor Training Material	1/21/2025 10:24 AM	File folder	
CDL Drive routes TPE	11/5/2024 1:23 PM	File folder	
Commercial Truck School Program -SO	11/22/2024 11:15 AM	File folder	
Commercial Truck Schools	1/23/2025 8:45 AM	File folder	
Third Party Examiners	1/28/2025 10:47 AM	File folder	
TPE Written Tests	11/19/2024 4:01 PM	File folder	
Training	1/16/2025 10:11 AM	File folder	
Weekly Folder	5/15/2024 10:37 AM	File folder	
KTC Idabel Drive Route B.xlsx	10/4/2024 10:19 AM	Microsoft Excel W...	11 KB
Offense Codes for Backgrounds (part 7).p...	6/6/2024 9:38 AM	Adobe Acrobat D...	17,296 KB
OSBI-CRIMINAL-HISTORY-REQUEST-FOR...	7/17/2024 12:29 PM	Adobe Acrobat D...	127 KB
Payment invoice - school_instructor.docx	1/22/2025 9:09 AM	Microsoft Word D...	17 KB
Service Oklahoma Truck Schools - June 2...	9/13/2024 8:48 AM	Microsoft Excel 97...	41 KB
SOK Sign in Sheets 23-133 SC-11x8.5 .pdf	2/9/2024 4:28 PM	Adobe Acrobat D...	155 KB

**Note:** New forms updated with the SOK letterhead can be found in the **Commercial Truck School Program – SO** folder.

CDL\_Admin (\\cluster1fs.central.okdps.gov\OKDPS\DPS\Drivers\_License) (S:) > CDL Manager > Auditors Folder > Commercial Truck School Program -SO

Name	Date modified	Type	Size
Acknowledgement Commercial Truck School .doc	1/9/2023 1:13 PM	Microsoft Word 97...	53 KB
Acknowledgement Commercial Truck School Instructor.doc	9/12/2024 12:29 PM	Microsoft Word 97...	52 KB
Commercial Truck School Certificates.docx	11/23/2022 11:21 AM	Microsoft Word D...	2,465 KB
Commercial Truck School Instructor Card.docx	1/12/2023 11:32 AM	Microsoft Word D...	263 KB
Commercial Truck School Instructor Certificates.docx	11/8/2022 4:17 PM	Microsoft Word D...	2,465 KB
Renewal Application Commercial Truck School Instructor.doc	11/3/2022 11:40 AM	Microsoft Word 97...	52 KB
Renewal Application Commercial Truck School.doc	11/2/2022 4:34 PM	Microsoft Word 97...	53 KB
SOK Commercial School application origianl.doc	5/21/2024 1:30 PM	Microsoft Word 97...	49 KB
SOK Original Application Commercial Truck School Instructor.d...	9/12/2024 12:29 PM	Microsoft Word 97...	48 KB



5. From the **Commercial Truck School** folder, create a new folder with the name of the newly certified CDL school

CDL\_Admin (\\cluster1fs.central.okdps.gov\OKDPS\DPS\Drivers\_License) (S:) > CDL Manager > Auditors Folder -NEW- > Commercial Truck Schools >

Name	Date modified	Type	Size
1 - Commercial Truck School Forms	1/23/2025 8:45 AM	File folder	
1 Blue Tub Orig Applications	12/21/2023 7:23 AM	File folder	
2 - Instructor Numbers	1/14/2025 7:19 AM	File folder	
3 - School Numbers	1/29/2025 12:29 PM	File folder	
4 - Certificates	11/12/2024 2:07 PM	File folder	
5 - Denied or No Longer in Business	12/30/2024 7:10 AM	File folder	
160 Driving Academy - Oklahoma City	1/23/2025 8:30 AM	File folder	
160 Driving Academy - Tulsa	1/7/2025 7:53 AM	File folder	
160 Driving Academy - Yukon	1/23/2025 8:32 AM	File folder	
A+ CDL - Tulsa	1/23/2025 8:33 AM	File folder	
American Truck Driving School - Lawton	12/18/2024 10:17 AM	File folder	
American Truck Training - Oklahoma City	1/22/2025 10:15 AM	File folder	
Arbuckle Truck Driving School - Ardmore	1/23/2025 8:36 AM	File folder	
CBM Driving Academy - Duncan	1/23/2025 8:37 AM	File folder	
CDL University - Enid	1/23/2025 8:38 AM	File folder	
CDL University OKC	1/23/2025 8:39 AM	File folder	
CDL University Tahlequah	1/23/2025 8:39 AM	File folder	

**Note:** Other, older CDL School forms that are still relevant are stored in the **1-Commercial Truck School Forms** folder.

CDL Manager > Auditors Folder -NEW- > Commercial Truck Schools > 1 - Commercial Truck School Forms >



Name	Date modified	Type	Size
CDL Auditor Letterhead	1/16/2025 11:07 AM	File folder	
CDL New Truck School	1/29/2025 1:24 PM	File folder	
CDL Truck School Blank Rosters	1/13/2025 2:16 PM	File folder	
CDL Truck School Renewal	1/17/2025 1:57 PM	File folder	
CDL Vehicle Inspection Forms	1/22/2025 7:15 AM	File folder	
Truck Driving School Audit Forms	4/29/2024 11:37 AM	File folder	
2005 CDL Driver Manual 2017ver.pdf	9/23/2022 8:36 AM	Adobe Acrobat D...	4,990 KB
check invoice -.docx	1/22/2025 9:32 AM	Microsoft Word D...	21 KB
COMMERCIAL SCHOOL AUDIT FORM.docx	1/6/2025 8:35 AM	Microsoft Word D...	51 KB
Commercial School Student Records Aud...	1/6/2025 9:06 AM	Microsoft Word D...	47 KB
County codes.pdf	6/28/2023 12:04 PM	Adobe Acrobat D...	522 KB
DL-18.pdf	1/11/2023 9:23 AM	Adobe Acrobat D...	170 KB
Equipment Inspection Request.pdf	5/29/2024 9:04 AM	Adobe Acrobat D...	62 KB
OAC 670 Truck Schools.docx	8/27/2024 12:47 PM	Microsoft Word D...	36 KB
Score Sheets 16 Packet.pdf	8/30/2023 1:20 PM	Adobe Acrobat D...	15,389 KB
Service Oklahoma Commercial Truck Driv...	5/16/2024 9:23 AM	Microsoft Word D...	14 KB
Template for Reprimand.docx	5/30/2014 1:54 PM	Microsoft Word D...	1,068 KB
Truck School Instructor List.docx	12/12/2023 3:52 PM	Microsoft Word D...	46 KB

**Example:** Structure of CDL school folder. All forms, audit reports, school and fleet information, etc., for a school are to be kept here.

CDL Manager > Auditors Folder -NEW- > Commercial Truck Schools > 160 Driving Academy - Oklahoma City >

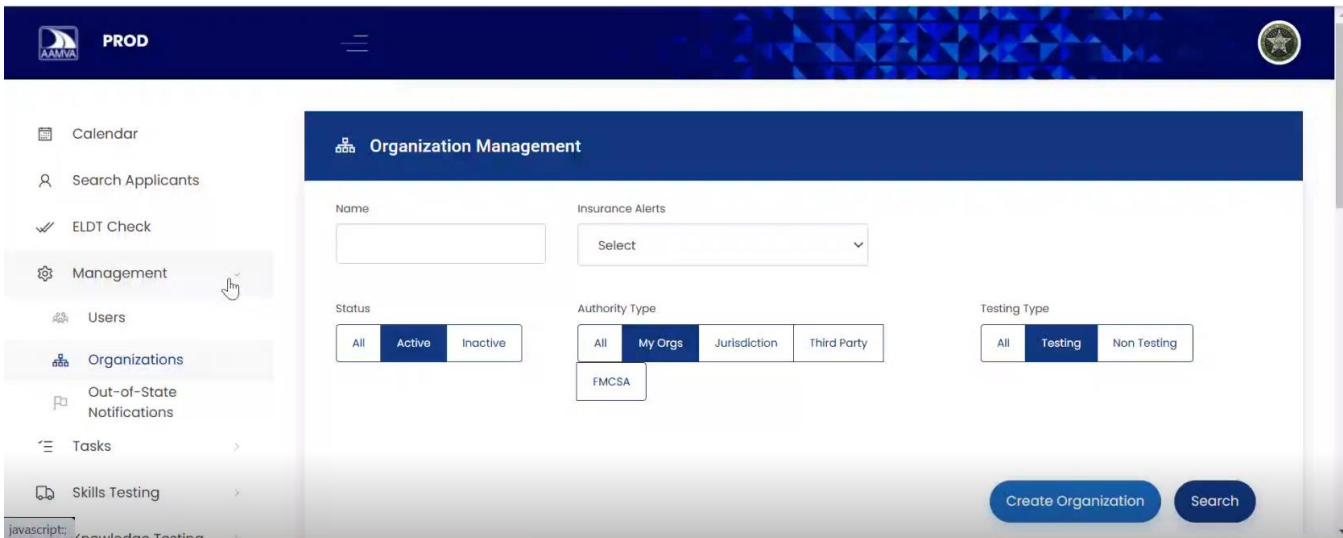
Name	Date modified	Type	Size
Audit Reports	1/22/2025 7:43 AM	File folder	
fleet	1/23/2025 8:31 AM	File folder	
Instructors	1/9/2025 10:55 AM	File folder	
School	11/19/2024 2:44 PM	File folder	
10-17-2023 160 Drving Academy Instruct...	11/13/2023 4:17 PM	Microsoft Word D...	47 KB

## Process #3: Creating a School Profile in CSTIMS

**Purpose:** To create a profile for a new CDL School in CSTIMS to track school information, instructors, fleet, etc.

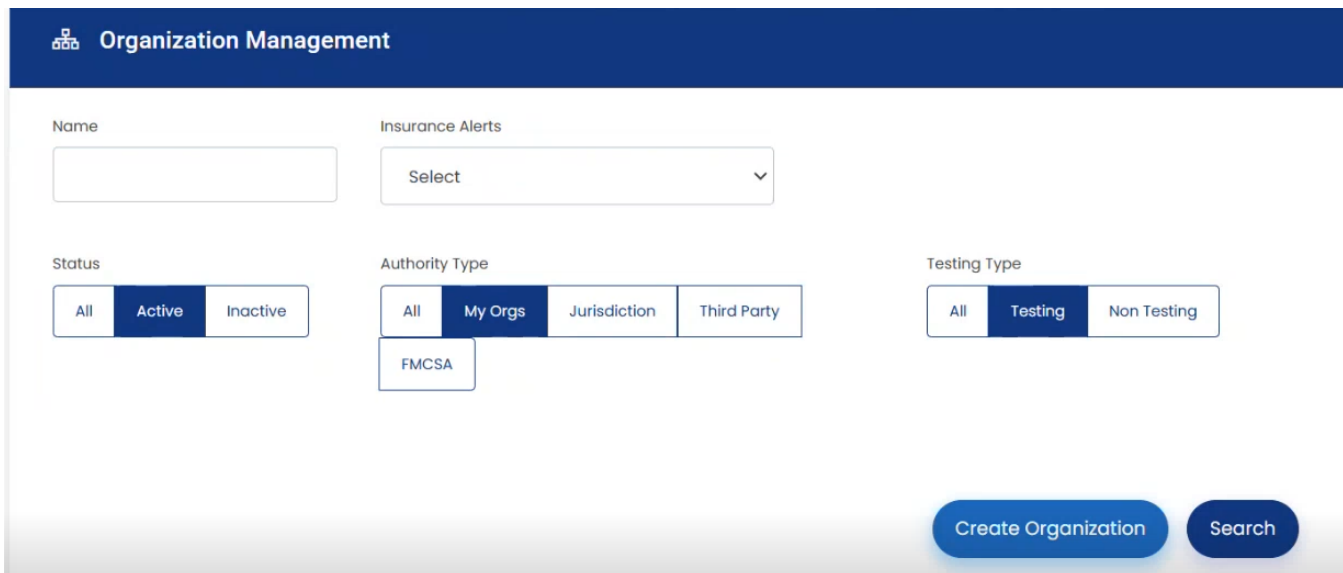
### Process Step-by-Step:

1. In CSTIMS, navigate to the **Management** tab and select **Organizations**.



The screenshot shows the CSTIMS interface. At the top, there's a dark blue header with the AAMVA logo, the word "PROD", and a star icon. Below the header is a sidebar menu with options: Calendar, Search Applicants, ELDT Check, Management (highlighted with a mouse cursor), Users, Organizations, Out-of-State Notifications, Tasks, Skills Testing, and Knowledge Testing. The main content area is titled "Organization Management" and contains several filters: a text input for "Name", a dropdown for "Insurance Alerts" (set to "Select"), a "Status" filter with buttons for "All", "Active" (selected), and "Inactive", an "Authority Type" filter with buttons for "All", "My Orgs" (selected), "Jurisdiction", "Third Party", and "FMCSA", and a "Testing Type" filter with buttons for "All", "Testing" (selected), and "Non Testing". At the bottom right of the main area are two buttons: "Create Organization" and "Search".

2. Fill out school information and click **Create Organization**



This screenshot shows the "Organization Management" form. It has a dark blue header with the title "Organization Management". The form contains the same filters as the previous screenshot: "Name" (text input), "Insurance Alerts" (dropdown set to "Select"), "Status" (buttons: "All", "Active" (selected), "Inactive"), "Authority Type" (buttons: "All", "My Orgs" (selected), "Jurisdiction", "Third Party", "FMCSA"), and "Testing Type" (buttons: "All", "Testing" (selected), "Non Testing"). At the bottom right are the "Create Organization" and "Search" buttons.

**Example:** Organization homepage and menu in CSTIMS

Organization Management



160 Driving  
Academy - OKC

Update Organization

Name\*

160 Driving Academy - OKC

Testing Type\*

Testing is performed by J

Organization Type\*

Trucking School

Testing Code\*

55-160

Primary Contact

Name\*

Steve Smith

Email\*

stsmith@160drivingschool.co

Title\*

Operator

Phone Number\*

Fax Number



Organization  
Information



Testing Organization  
Info



Organization  
Attachments



Affiliated Users



Authorized Skills Tests



Vehicle Fleet



Test Sites and Routes



## Appendix

### Appendix A: School Certificate Example

Service Oklahoma

THIS CERTIFIES THAT

Truck Driver Training School License No. TS1146

Has Been Issued to Heavy Haul Dynasty

361765 US 64, Cleveland, OK. 74020

Licensee is Hereby Authorized to Give Instruction for the Above Commercial Truck Driver Training School.

Dated this 01<sup>st</sup> day of November 2024

Signature of Licensee Amanda Casebier

CDL Administration Division

THIS LICENSE EXPIRES: December 31, 2028

Alyson Sorenson

Alyson Sorenson, CDL Manager



## Appendix B: Fleet Inspection Document Example

### American Truck Training Fleet Inspection ¶

July 16, 2024 ¶

Location: ATT yard, OKC ¶

Auditors: Amanda Casebier, Yolanda Morris ¶

¶

¶

¶

Truck # 1414 --- Tag: 47C773 --- exp: 3/25 --- VIN: 4508 ¶

Trailer # 2406 --- Tag: BQ7184 --- VIN: 1376 ¶

- → Right-Rear tractor tire not at least 2/32. ¶
- → Test route in truck, truck not secured. ¶
- → AB test first attempt lost 20+ pounds without foot then an additional 7-8 pounds with foot applied 1 minute. Second attempt air held steady. ¶

¶

Truck # 1407 --- Tag: 476747 --- exp: 12/24 --- VIN: 8458 ¶

Trailer # --- Tag: BQ7182 --- VIN: 1385 ¶

- → Broken step, passenger side ¶
- → Right-rear tractor tire x2 not at least 2/32 ¶
- → Back seat has broken seat belts. ¶
- → AB test resulted in air leak with 10-15 pound pressure drop in 1 min. ¶

¶

Truck # 1409 --- Tag: 47C741 --- exp: 4/25 --- VIN: 7624 ¶

Trailer # --- Tag: 6499LA --- VIN: 3760 ¶

- → Driver steer tire large chunks and not 4/32 ¶
- → Left front trailer tire not 2/32 ¶
- → Right rear trailer tire with huge chunks ¶
- → Passenger steer tire large chunks and below 4/32 ¶
- → Private trailer tag with commercial tractor tag ¶

¶

Truck # 1406 --- Tag: 47C746 --- exp: 12/24 --- VIN: 6943 ¶

Trailer # 4839 --- Tag: 7405P2 --- VIN: 1964 ¶

- → No mudflap Left side trailer ¶
- → Private trailer tag with commercial tractor tag ¶

¶

Truck # 1411 --- Tag: NE-APP-W31378 --- exp: 2025 --- VIN: 4713 ¶

Trailer # --- Tag: 2569KE --- VIN: 5597 ¶

- → Driver steer tire large chunks ¶
- → Need lease agreement (warner) ¶
- → Left rear trailer tire separation ¶
- → Paper registration in truck stated trailer should have tag 7401P2 (private trailer), need commercial non-expiring. ¶
- → Passenger steer tire large chunks ¶





## References

1. List of links relevant to CDL Schools
  - a. [Oklahoma Administrative Code](#)
  - b. [CSTIMS](#)
2. List of forms relevant to CDL Schools
  - a. [Original School Application.doc](#)
  - b. [New School Checklist.docx](#)
  - c. [New Commercial Truck School Pre-Inspection Form \(1\) 2023.docx](#)
  - d. [New Commercial Truck School Final Inspection Form \(1\) 2023 \(004\).docx](#)
  - e. [OAC 670 Truck Schools.docx](#)
  - f. [School Information.docx](#)
  - g. [Acknowledgement Commercial Truck School .doc](#)
  - h. [American Truck Training Fleet Inspection. July 16 2024.docx](#)
  - i. [School Certificate.docx](#)